



HUMAN RESOURCES, Texas Commission on Fire Protection
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JOB ANNOUNCEMENT

Testing Auditor (PROGRAM SPECIALIST)		GROUP TBD	JOB NO. 20160401
APPLICATION DATES:	April 7 – Until filled	MONTHLY SALARY:	\$3,149 – 4,400
LOCATION:	Austin, Texas	TRAVEL:	Approx. 50%

JOB SUMMARY

Serves as a lead examiner for the commission’s Training Approval and Testing Section. Duties/Responsibilities include certification training and performance skill testing that will be conducted throughout the state. Determines through observation and records review if training or examinations have been conducted according to state statutes and established commission rules, regulations, and policies. Where alleged violations or deficiencies have occurred, reviews records, verifies information and summarizes findings. Maintains documents, prepares reports and correspondence and makes recommendations for testing eligibility, course approvals, and results of skills testing or training course audits. Works under moderate supervision, with considerable latitude for using initiative and independent judgment. Requires extensive travel throughout the state, and may require work on weekends and on short notice.

ESSENTIAL JOB FUNCTIONS

- Proctors both written and on-line testing at scheduled locations throughout the state
- Monitors compliance with testing rules by performing audits of approved training programs, entities and skill testing sites
- Reviews and evaluates training records to determine eligibility of military, volunteer, and out-of-state fire service personnel to test for or receive certification
- Reviews and processes requests to approve training courses
- Trains others to proctor and administer examinations
- Guides individuals through the online training facility management system and examination processes
- Accesses and queries database for information used to determine eligibility for testing and certifications and to evaluate course approval requests
- Conducts training facility inspections and audits
- Assists with inspections and audits of fire departments to ensure compliance with Texas codes, standards and laws
- Performs related work as assigned

MINIMUM QUALIFICATIONS

Progressively responsible experience in monitoring or auditing, with specific responsibilities for one or more of the following: reviewing, evaluating, classifying, inspecting, and training. Writing and composition proficiency. Proficiency with word-processing, database, internet and email applications. A valid State of Texas driver’s license with an acceptable driving record at time of hire, and the ability to maintain a clear driving record while employed. Pass a background check.

PREFERRED QUALIFICATIONS

Graduation from an accredited four year college or university. Advanced Structure Fire Protection Personnel Certification or Fire Service Instructor I Certification. Fulltime paid fire service experience with a regulated fire entity in Texas. Experience in fire service instructor training. Familiarity with web based training and testing. Knowledge of NFPA Standards. Familiarity with LXR.

KNOWLEDGE, SKILLS AND ABILITIES

- Candidates must have effective oral and written communication skills and effective public relation skills.
- Candidate must have a strong ability to track progress along program and project deadlines.
- Candidate must possess effective time management, follow-up and organizational skills, and be detail-oriented.

APPLICATION INSTRUCTIONS

For this position, the following materials are required. Please submit them via email to [TCFP Human Resources](#).*

- 1) Letter of interest
- 2) Resume
- 3) Completed [State of Texas Job Application](#)
- 4) Completed Qualification Data Sheet (on our agency’s website – [www.tcfp.texas.gov](#))

Important Note: Application packets must include all four of the required documents above. Incomplete application packets are not forwarded to selection committee. Applicants whose application packets are complete will receive confirmation from Human Resources. *You may also submit application via US Mail to the mailing address above, attention: **Human Resources**.

The Texas Commission on Fire Protection is an Equal Opportunity Employer

The Texas Commission on Fire Protection does not discriminate on the basis of race, color, age, national origin, gender, religion or disability. Applicants from underrepresented groups are encouraged to apply. Form DD-214 is required for all applicants declaring veteran status. Your application for employment with this agency may subject you to a criminal background check. *Please Note:* Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Thank you for considering employment with the Texas Commission on Fire Protection.